

United States Government

Department of Energy
Oak Ridge Operations Office

memorandum

DATE: June 18, 2001

REPLY TO

ATTN OF: AD-442:Kent

SUBJECT: **VOLUNTARY SOLICITATION DATABASE**

TO: All ORO and YAO Employees

The Personnel and Management Analysis Branch (PMAB) maintains a voluntary solicitation database (VSD) to enable employees interested in reassignment or detail to another organization within Oak Ridge Operations (ORO) or the Y-12 Area Office (YAO) to register their interest online through a link available on the Human Resources Division web site. Over the past year, several organizations have undergone name changes, and some new organizations have been established. As a result, the VSD template has been updated to accommodate these changes.

In order to keep the database as up to date as possible, **registrations are retired on an annual basis.** Employees who desire future consideration for details or reassignments to ORO or YAO organizations should input registration information into the VSD at <http://www-internal.oro.doe.gov/pmab/Solicitation/default.htm> using their three character user-ID and password for access. There is no deadline for registration. Employees who register and decide at a later date that they are no longer interested may, at any time, request that their name be removed from the VSD by contacting their Human Resources Specialist.

As needed, selecting officials may request a list of interested employees from the VSD. After qualifications are reviewed by PMAB staff, selecting officials will assess applicable experience by reviewing each interested employee's official personnel file. No referrals will be provided to selecting officials prior to June 30, 2001, in order to allow employees sufficient time to register.



Melanie M. Kent, Chief
Personnel and Management
Analysis Branch